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Sent: Tuesday, March 28, 2017 2:35 PM
To: DACs
Subject: Statewide ACT Biweekly Updates

Dear educators,

Please see below for timely updates and deadlines related to ACT, WorkKeys, and Aspire testing. Aspire testing staff can continue to enter PNPs, create groups, and create online test sessions through April 14. For students new to your school entering after April 14, you can continue to add students and PNPs up until testing begins. Please refer to the full ACT Aspire calendar of dates and deadlines offered in two formats: [Schedule of Events](#) and [Checklist for Success](#). These documents include the same information, but one is in a calendar format and the other in a checklist format.

Register for the Wisconsin Aspire Test Administration Training Webinar

- ACT Aspire is providing a Test Administration Training Webinar to help you prepare for Aspire testing.
- The webinar will be March 30 at 10am.
- [Please register here.](#)
- You will receive a confirmation email and instructions on how to access the webinar after you register.
- This training will be recorded and will be made available on the [Wisconsin specific Avocet site](#) under “T” for Trainings and will also be linked on the [DPI ACT Trainings Page](#)

Upcoming Aspire Deadlines

- March 30 – 10am – WI Aspire Test Administration Training Webinar
- March 30 – Deadline to upgrade to TestNav 8.8.
 - If your Technology Coordinator has not updated the TestNav app since last spring (2016) then they will need to completely uninstall the previous version and reinstall to this most recent version of TestNav 8.8. If they have completed a TestNav upgrade after August 10, 2016, then they would not need to uninstall and reinstall; the system upgrades to 8.8 automatically upon initial start-up of the TestNav application.
 - See the [TestNav 8 Online Support page](#) for details on upgrading to 8.8.
- April 3 - Deadline for technology coordinators to complete ProctorCache setup. See the [Technical Readiness Manual](#) and summative recorded webinar training module *Proctor Cache Portal Setup (7 mins)*, under the Summative Pre-test Tech Readiness category at <https://actaspire.tms.pearson.com/>.

Change to Test Coordinator Role in Aspire Portal

- New this year, there is an update to the Test Coordinator Role in the Aspire portal. Users assigned the Test Coordinator Role are now able to view all test sessions.

- Proctors or room supervisors should be assigned the Educator role in the Aspire portal. Aspire portal administrators should make this change to user roles as necessary.
- For assistance, please contact ACT Aspire Early High School Customer Support at (888) 802-7502.
- Please note this update is not reflected in the User Role Matrix found in Appendix D, pg 127-140 of the [2017 Portal User Guide](#). (Remember that in Avocet, to see the full document, you need to click the download icon in the top right of the window to download.)

Aspire EL Supports

- In addition to the default embedded system tools and open access tools available to all users, the following accessibility supports are available to EL students:
 - Translated test directions for all subjects
 - Word-to-word dictionaries for math, science, and writing sections
- Please see pages 14, and 27-29 of the [Accessibility Users' Guide](#) for information.
- Appendix D of the Guide, starting on p. 54, includes a list of approved bilingual word-to-word dictionaries.
- Spanish language test directions for the online summative test are available in digital audio under "S" in the "[Spanish Language CBT Forms Test Directions - Audio Files](#)" section of the WI Avocet website.
- There is a chart showing all available supports for Online, Summative Testing starting on page 14 in the Accessibility User's Guide.

Instructions for Marking Students as "Will Not Test" in the Aspire Portal

- If you have students who will not test either because they are taking the DLM, parent opt out, recently arrived EL, or for another reason, **leave the students' information in the portal and do not add them to test sessions.**
- Then, follow the steps below to indicate that the student will not test.
 1. Hover over the Students tab, and select Find Students
 2. Locate the appropriate student by using the search fields
 3. From the same Student's Profile, click on the Testing Accountability tab
 4. Select the Subjects the student is not testing in and select the appropriate Will Not Test reason

Creating Groups in the Aspire portal

Test Coordinators have the option of placing students into groups to help organize and expedite test session setup. You must complete PNPs before beginning this task.

Resources: See Aspire Portal User Guide pg. 53 for instructions on creating groups. See Summative Recorded Webinar Training Module *Creating and Using Groups*, under the Summative Assessment Preparation category at <https://actaspire.tms.pearson.com/>.

ACT Initial Test Date Score Reports

- Please review the [2016-17 ACT School and District Report Schedule](#) linked [here](#).
- Schools receive ACT score reports 3-8 weeks after ACT's receipt of examinee responses. Some schools started receiving reports last week.

- Reports are shipped in batches, so schools may receive a group of reports and labels from the initial date, another batch from accommodations, and another batch from makeup.
- Some examinees who tested on Feb 28 will begin receiving their score reports at home as well. These reports are produced and shipped on a rolling basis as the answer documents are processed and scored.
- Most colleges receive scores electronically from ACT, so they may receive the electronic student score before the physical report makes it to the student's home address.
- More information on data and use of scores can be found at the [ACT Data and Results](#) page.

Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email. The actwisconsin listserv used in previous years has been retired.

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